



Licensing Division
City of Bend
(541) 388-5580
licensing@bendoregon.gov
710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at www.bendoregon.gov/permitcenter.

STR OPERATING LICENSE ACKNOWLEDGEMENT

Notification

24/7 Representative Information – If the owner permanently resides in the Bend City limits or is available when the property is being rented, then enter in the owner information below. If not, then the owner must designate another individual or agency to respond to issues regarding their short term rental during the rental period.

The phone number for this contact must be shared with neighbors within 250 feet via mailing or via a small placard/sign, up to 2 square feet in size, which is visible from the street. Notification areas may be identified via instructions for using the City of Bend GIS tool that can be found online and in hardcopy form.

- ☐ I have notified neighbors within 250 feet of the short term rental location or I have posted the owner representative information on a sign near the right-of-way or I have shared this information with the Mt. Bachelor Village HOA Office or I have emailed my neighbors in The Courtyards at Broke Top Units 1-8 or 21-32.

Parking

The Short Term Rental decision approves specific parking spaces.

- ☐ These approved parking spaces will be available for use by tenants during the short term rental period.
- ☐ This parking diagram will be provided to tenants to indicate approved parking spaces.

Good Neighbor Guidelines and Owner Information Sheet Review

Acknowledgement below that the Good Neighbor Guidelines have been effectively relayed to short term rental tenants by incorporating them into the rental contract, including it in the rental booklet, posting it online, providing it in a conspicuous place in the dwelling unit or by a similar method.



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Licensing Division at licensing@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.

Review the Owner Information Sheet and complete a Fire Safety Self-Inspection. Submit the STR Self-Inspection Reply Card with this application.

- ☐ I acknowledge that I've received and have reviewed a copy of the Good Neighbor Guidelines.
- ☐ I acknowledge that the Good Neighbor Guidelines have been effectively relayed to short term rental tenants by incorporating it into the rental contract, including it in the rental booklet, posting it online, providing it in a conspicuous place in the dwelling unit or a similar method.

Acknowledgement

By signing this application, the owner/authorized agent agrees to abide by the Short Term Rental Operating License requirements as stated in [Bend Municipal Code Chapter 7.16](#).

I warrant that the information provided in this application is true.

Name

Signature

Date



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